



**2016 Tennessee Valley  
Combined Federal Campaign**



**2016 CFC Keyworker Training**

# WELCOME

Congratulations! Your organization has chosen you to manage, coordinate and administer its internal campaign for the Tennessee Valley Combined Federal Campaign.

Your selection as a Keyworker carries significant responsibility for the success of our CFC. Because of the hard work and dedication of individuals such as you, CFC has raised over **\$8 BILLION** for local, national and international charities. CFC sets the Golden Rule in action: neighbor helping neighbor, co-worker helping co-worker and stranger helping stranger.

The Tennessee Valley CFC is our campaign! In 2015, we raised over \$2.3 million to support charities that provide enriching and life-saving programs for people in our local, national and global communities.

Whether you volunteered or were volun-told, thank you for agreeing to work on this campaign! Thank you for helping to make our community a better place in which to live, work and play. Let's **SHOW SOME LOVE** to our community by supporting the 2016 Combined Federal Campaign.

***Kum Cha Bertling***  
2016 LFCC Chair  
Tennessee Valley CFC

***Steve Fisher***  
2016 LFCC Vice-Chair  
Tennessee Valley CFC

## Points of Contact

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Website:  
**cfc.redstone.army.mil**

Like us on Facebook:  
**facebook.com/TVCFC**

Follow us on Twitter:  
**@TV\_CFC**

# CAMPAIGN MILESTONES AND ACTIVITIES

Keyworker Training	August 30th and September 8th
2016 NIKE Award Qualification Deadline	September 12th
TVA/Browns Ferry Nuclear Plant Kick-Off	September 13th
<b>TVCFC Kick-Off and Agency Fair</b>	<b>September 15th 12:00—3:00</b> <b>Marshall Activity Center, Bldg. 4316</b>
Early Bird Begins	September 15th
Early Bird Ends	October 7th
Campaign Ends	December 16th

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# I'm a Keyworker. What do I do?



1. **OBTAIN** leadership support.



2. **ASK** to include CFC as an agenda item at staff meeting.



3. **RECRUIT** your team.



4. **SET** an internal campaign timeline.

5. **UNDERSTAND** the pledge process: paper or electronic.



6. **ASK** everyone. Make 100% contact.



7. **MAINTAIN** campaign integrity.



8. **KEEP** the campaign visible. Use social and electronic media to promote the campaign.



9. **THANK** everyone who gave to CFC, attended a CFC event, listened to a CFC speech, advocated or supported CFC.

# Paper Pledge Process

## Payroll Deduction Pledge Card Example

**2016 Tennessee Valley CFC**  
c/o United Way, Madison County, 701 Andrew Jackson Way, Huntsville, AL 35801

CFC Campaign No. 0004 City/State Code: 01 1730

ATTENTION PAYROLL OFFICES: Use this number only to identify the local campaign. **099972**

PRINT NAME (LAST) **Fury** FIRST **Nick** MIDDLE INITIAL **N** CIVILIAN ☒ MILITARY ☐ FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID **000-00-0000**

WORK ADDRESS & ZIP CODE **Building** WORK PHONE NUMBER **(256) 911-0211**

CONTRIBUTION: Please check one of the boxes or fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total annual contribution in the space provided.

CIVILIAN	MILITARY	Branch of Service?	CHARITY CODE	ANNUAL AMOUNT
<input type="checkbox"/> \$5.00 x 26 pay periods = \$130.00	<input type="checkbox"/> \$10.00 x 12 pay periods = \$120.00		0 0 0 0 1	\$120.00
<input type="checkbox"/> \$10.00 x 26 pay periods = \$260.00	<input type="checkbox"/> \$20.00 x 12 pay periods = \$240.00		0 0 0 9 9	\$90.00
<input checked="" type="checkbox"/> \$20.00 x 26 pay periods = \$520.00	<input type="checkbox"/> \$40.00 x 12 pay periods = \$480.00		0 1 0 1 0	\$310.00
<input type="checkbox"/> \$30.00 x 26 pay periods = \$780.00	<input type="checkbox"/> \$50.00 x 12 pay periods = \$600.00			
<input type="checkbox"/> \$40.00 x 26 pay periods = \$1,040.00	<input type="checkbox"/> \$100.00 x 12 pay periods = \$1,200.00			
<input type="checkbox"/> x 26 pay periods =	<input type="checkbox"/> x 12 pay periods =			

Cash/Check Amount: \_\_\_\_\_ Check # \_\_\_\_\_  
Make check payable to the Combined Federal Campaign

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

DATE OF CONTRIBUTION: \_\_\_\_\_

**INFORMATION RELEASE (OPTIONAL)**  
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.  
Home Address **219 West 47th Street**  
**Harvest, AL 35749**  
Personal Email Address **nfury@marvel.com**

☒ In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

**PAYROLL DEDUCTION AUTHORIZATION**  
I hereby authorize any agency of the United States Government by which I may be employed during 2017 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2017, starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.  
SIGNATURE **Nick Fury** DATE **10/4/16**

COPY #1 - PAYROLL OFFICE

## Paper Pledge Card Example

**2016 Tennessee Valley CFC**  
c/o United Way of Madison County, 701 Andrew Jackson Way, Huntsville, AL 35801

CFC Campaign No. 0004 City/State Code: 01 1730

ATTENTION PAYROLL OFFICES: Use this number only to identify the local campaign. **099972**

PRINT NAME (LAST) **Carter** FIRST **Peggy A.** MIDDLE INITIAL **PFC** CIVILIAN ☐ MILITARY ☒ FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID

WORK ADDRESS & ZIP CODE **Area 51, RM XY-9, RSA, AL 35898** WORK PHONE NUMBER **(256) 211-0211**

CONTRIBUTION: Please check one of the boxes or fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total annual contribution in the space provided.

CIVILIAN	MILITARY	Branch of Service?	CHARITY CODE	ANNUAL AMOUNT
<input type="checkbox"/> \$5.00 x 26 pay periods = \$130.00	<input type="checkbox"/> \$10.00 x 12 pay periods = \$120.00		0 2 0 9 0	25.00
<input type="checkbox"/> \$10.00 x 26 pay periods = \$260.00	<input type="checkbox"/> \$20.00 x 12 pay periods = \$240.00			
<input type="checkbox"/> \$20.00 x 26 pay periods = \$520.00	<input type="checkbox"/> \$40.00 x 12 pay periods = \$480.00			
<input type="checkbox"/> \$30.00 x 26 pay periods = \$780.00	<input type="checkbox"/> \$50.00 x 12 pay periods = \$600.00			
<input type="checkbox"/> \$40.00 x 26 pay periods = \$1,040.00	<input type="checkbox"/> \$100.00 x 12 pay periods = \$1,200.00			
<input type="checkbox"/> x 26 pay periods =	<input type="checkbox"/> x 12 pay periods =			

Cash/Check Amount: \_\_\_\_\_ Check # \_\_\_\_\_  
Make check payable to the Combined Federal Campaign

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

DATE OF CONTRIBUTION: **6 Oct 16**

**INFORMATION RELEASE (OPTIONAL)**  
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.  
Home Address \_\_\_\_\_  
Personal Email Address **agentcarterp@shield.org**

☐ In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

**PAYROLL DEDUCTION AUTHORIZATION**  
I hereby authorize any agency of the United States Government by which I may be employed during \_\_\_\_\_ to deduct the amount(s) shown above from my pay each pay period during the calendar year \_\_\_\_\_ starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COPY #1 - PAYROLL OFFICE

## Payroll Deduction Pledge Card Check List

- ✓**Social Security Number:** Your pay office **REQUIRES** the donor's SSN to process payroll deduction pledges.
- ✓**Signature:** Donors **MUST** sign their pledge card.
- ✓**Allotment:** Make sure the payroll allotment amount X payment intervals (number of pay periods) = annual gift.
- ✓**POC Information:** We need to know who you are for the pledge to be processed.
- ✓**Total Gift Amount:** Must equal the sum of the annual amounts designated to charities.
- ✓**Acknowledgements:** Donors wanting email or postal mail acknowledgements from the charity **MUST** provide email or postal mail information.
- ✓**Release Pledge Amount:** Donors who wish to release pledge amount to recipient charities must check this box.

## Cash Pledge Card Check List

- ✓**POC Information:** In case there is a problem with your pledge (CFC charity code illegible, designation amount doesn't equal check amount, etc.), we would need to contact the donor.
- ✓**Donor Signature:** Is **NOT** needed for cash pledges.
- ✓**Total Gift Amount:** Must equal the sum of the annual amounts designated to charities.
- ✓**Acknowledgements:** Donors wanting email or postal mail acknowledgements from the charity **MUST** provide email or postal mail information.
- ✓**Release Pledge Amount:** Donors who wish to release pledge amount to recipient charities must check this box.

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**Example 1** is a deposit ticket. The model corresponds to the campaign envelope example on the next page. Please remember to deposit the checks and cash as quickly as possible. You are responsible for cash and checks. Deposits are made at Redstone Federal Credit Union.

Deposit tickets are included in the campaign materials. The deposit tickets are in triplicate: The white copy is retained by the credit union. The yellow copy is placed in the campaign/report envelope, along with the deposit receipt. The pink copy is retained for your records.

**Example 2** is a deposit receipt from Redstone Federal Credit Union. The model below corresponds to the example within this manual.

**It is important that the deposit receipt be placed in the campaign envelope. The receipt is part of the annual CFC audit. When audited, the auditor conducts a 100% verification of the campaign cash. It is IMPERATIVE that we have the deposit receipts. Place the deposit receipt along w/the yellow copy of the deposit ticket inside the campaign/report envelope.**

**COMBINED FEDERAL CAMPAIGN**  
**C/O UNITED WAY OF MADISON COUNTY**  
 1701 ANDREW JACKSON WAY  
 HUNTSVILLE, AL 35801

**REDSTONE**  
**FEDERAL CREDIT UNION**  
 320 Wynon Drive • Huntsville, AL 35893 • www.redstonefcu.org

**DATE** 10-7-16

	DOLLARS	CENTS
<b>CURRENCY</b>		
<b>COINS</b>		
<b>TOTAL CASH</b>		
<b>CHECKS</b>		
<b>CHECKER</b> 25 00		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
<b>TOTAL FROM OTHER SIDE OR ATTACHED LIST</b>		
<input type="checkbox"/> DEPOSIT <input type="checkbox"/> RE-ENTERED <input checked="" type="checkbox"/> TOTAL TUESDAY	25	00

DEPOSIT MAY NOT  
 BE CANCELED WITHDRAWAL

61-7853022  
 01

**DEPOSIT  
 TICKET**

**TOTAL ITEMS** 1

IN-ENTER GRAND TOTAL  
 IN CASHED DOLLARS

9500

### Example 1

**ONLY** use deposit tickets provided by the PCFO.

If you need more, extra tickets will be at the Garrison. Don't worry we have a substantial supply.

**REDSTONE**  
**FEDERAL CREDIT UNION**

800-234-1234      [www.redfcu.org](http://www.redfcu.org)

This credit union is federally insured by the National Credit Union Administration

**Fund Type: Check      Amount: \$25.00**

Account#: \*\*\*\*\*8595  
Type: Endeavor Plus Checking  
DEP Amount: \$25.00  
United Way of Madison County  
Br 203    10/07/16    10:18:47 Op 1287

Mobile banking provides convenient, FREE\* options needed to manage your finances from wherever life takes you. Your busy lifestyle demands better ways to stay in control of your money. Learn more at [www.redfcu.org](http://www.redfcu.org).

1

\*Standard wireless carrier text message and/or data rates and fees may apply.

### Example 2


Deposits are made by the **CFC Keyworker or Financial Chair** BEFORE the campaign envelope is remitted to the CFC office.

# CAMPAIGN ENVELOPE

The report envelope is the manner by which you will submit pledge cards to the CFC office. All pledges, cash, payroll deductions, or sealed envelopes will be placed in the report envelope.

The report envelope is remitted to the CFC office for processing. Throughout the course of the campaign, and based on the size of the organization, you may need to remit several envelopes.

Please see below for an example of a completed pledge envelope.



## TENNESSEE VALLEY COMBINED FEDERAL CAMPAIGN

### WEEKLY REPORT ENVELOPE

NAME Steve Rogers PHONE # 256-211-0911 REPORT # 4  
 AGENCY NAME VSTP AGENCY # F-00 DATE 10/7/16

	PAYROLL DEDUCTION		CFC CASH / CHECKS		TOTAL	
	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT
PREVIOUSLY REPORTED	5	1250.00	0	—	5	1250.00
THIS WEEK	5	2000.00	1	25.00**	6	2025.00
SEALED ENVELOPE*	0	—	0	—	0	—
TOTAL TO DATE	10	3250.00	1	25.00	11	3275.00

### CONTENTS OF THIS ENVELOPE

DEPOSIT SLIPS NO. 1

AMOUNT \$ 25.00\*\*

NO. SEALED ENVELOPES 0

**USERS (Multi-purpose)**

1. SOLICITOR'S report to monitors.      2. MONITOR'S report to Agency Chairpersons

3. AGENCY CHAIRPERSON'S CONSOLIDATED REPORT to the Finance Chairperson.

\*This information will be provided by the CFC office each week.

**NOTE:** Amounts in Column "TOTAL-THIS-WEEK" must equal the total \$'s reflected on deposit slips, P/R Authorization, cash, and checks contained in this envelope. The CFC Cash/Checks amount must equal this week's Deposit Slip Amount.

**Previously Reported Dollars**  
(payroll deduction and cash/checks)

+

**This Week Remittance**  
(payroll deduction and cash/checks)

=

**Total to Date Dollars**

\*\* The cash amount for "This Week Cash/Checks" should equal the amount written in the "Contents of This Envelope" section. (see data figures with asterisk).

# FINAL REVIEW

## Before you remit pledge envelopes.....perform one more check.

- ◇ Payroll deduction pledge cards MUST contain the following: donor's signature, payroll office, and donor's SSN.

**If the above information (donor's signature, payroll office and donor's SSN) is missing, the pledge card will NOT be accepted for processing. The pledge card will be returned to the Financial Chair/Keyworker!!!**

- ◇ Verify pledge card accuracy (math, legibility, signature for payroll deduction pledges, etc.).
- ◇ Separate pledge cards into groups: cash/check and payroll deduction.
- ◇ Deposit ALL cash/checks into the TVCFC account at Redstone Federal Credit Union BEFORE pledge envelope is submitted to the PCFO office. *See example on page 6.*
  - ⇒ Checks and/money orders should be made payable to: Combined Federal Campaign, CFC, TVCFC or Tennessee Valley CFC
- ◇ Record the donation totals on the front of campaign report envelope. Total the amounts and number of donors for cash, check and payroll deduction separately. *See example on page 7.*
- ◇ When you complete the deposit transaction at Redstone Federal Credit Union, you will receive a deposit receipt. The deposit receipt is placed in the campaign envelope along with the pledge cards.
- ◇ If a confidential contribution or sealed envelope is received, **DO NOT OPEN!** The envelope will be opened by PCFO personnel. Simply indicate the number of confidential donations on the front of the campaign/pledge report envelope.
- ◇ Make a copy of the envelope front for your internal records.

## Make certain donor information is safeguarded!!!

- △△ If a donor wants to give to more than 5 agencies, the donor should complete two pledge cards (three cards if the donor is giving to more than 10 agencies, etc.) indicating his/her designations. Then, staple or clip together all documents for that donor.

## After you have run through the checklist, remit pledges to the CFC Office:

**Garrison HQ, Building 4488-Martin Road, RM D-105** (entrance is on left side of building facing NASA Bldg. 4487) each week rather than holding them until the end of the campaign.

## ALL AROUND GIVING (FORMERLY KNOWN AS UNIVERSAL GIVING) AND THE CFC PLEDGE PROCESS

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### All Around Giving

All Around Giving, formerly known as Universal Giving, gives federal workers the option to donate to an approved local CFC charity regardless of the charity's location within the United States. Basically, you now have the option of giving to 'local' charities outside of your CFC geographical boundary\*. For example, a donor in the Tennessee Valley CFC can give to a **local** charity inside the Greater Los Angeles CFC geographical region.

All Around Giving was piloted for two years. In 2014 All Around Giving, then known as Universal Giving, went 'live' throughout the entire CFC system. The All Around Giving List is available via [www.opm.gov/cfc](http://www.opm.gov/cfc) (searchable PDF file or online search tool) and when the donor accesses myPay.

### Pledge Processing: Paper and myPay

The 2016 campaign donors will have the option of giving via paper pledge cards or electronically via myPay. myPay is available for DoD personnel. The myPay donor will be responsible for entering his/her pledge, confirming the pledge **and** printing his/her own pledge receipt. Remember, the donor **MUST** confirm the pledge in order for the electronic pledge to be properly processed and his/her designations fulfilled. Unconfirmed pledges are invalid pledges and invalid or unconfirmed pledges will not be processed by myPay.

**myPay will only accept payroll deduction pledges.** myPay donors wishing to make a one time (1X) pledge or gift, also known as a cash pledge, will need to use a paper pledge card. For those organizations using myPay, there is a separate PPT with a hardcopy of the PPT slides for myPay donors.

\*Tennessee Valley geographical region: Cullman, Lawrence, Limestone, Madison, Marshall and Morgan counties

# THANK YOU

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Start by doing what's necessary;  
then do what's possible;  
and suddenly you are doing the impossible.

*Francis of Assisi*

## TENNESSEE VALLEY COMBINED FEDERAL CAMPAIGN

Kum Cha (K.C.) Bertling, LFCC Chair  
Steve Fisher, LFCC Vice-Chair



## ADDENDUM



# ADDENDUM CONTENTS

In this section, you will find information that will be useful in conducting your organization's internal campaign.

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**Choose your cause and  
show some love today.**

# CAMPAIGN RECOGNITION

**NIKE Award**—Named after the Greek goddess of Victory, the Nike Award honors the CFC participating organization whose total campaign dollars raised exceeds its campaign goals by the highest percentage over goal.

For example,

<u>Organization</u>	<u>Goal</u>	<u>Dollars Raised</u>	<u>Percentage Increase</u>
ABC	\$162,000.00	\$181,440.00	12%
JKL	\$7,645.00	\$9,021.10	18%

Although Org. ABC raised more money than Org. JKL, the latter will be the recipient of the Nike Award. Why? Because Org. JKL exceeded its CFC goal by the highest percentage, 18% vs. 12%. Therefore, Org. JKL will be the recipient of the Tennessee Valley CFC Nike Award.

How does your Organization qualify for the Nike Award?

- 1) EMAIL its Goal and Strength information to Cynthia, if you have not already done so.  
The last qualifying deadline is: **COB MONDAY, SEPTEMBER 12.**  
Cynthia's email address is: [cynthia.robinson@uwahsv.org](mailto:cynthia.robinson@uwahsv.org)  
**No verbal confirmation/information of goal and strength information will be accepted!**

- 2) Participate in CFC!!

**Chairman's Award**—plaque given to the organization which achieves its CFC goal

**Early Bird Award**—plaque given to organizations which achieve their CFC goal within the first 3 weeks of the campaign

**Certificate of Appreciation**—given to the Financial Chairs of the campaign

## Individual Donor Recognition Items

**All Donors** .....2017 Computer Monitor Calendar



Level One: **\$26.00—\$649.99** annual gift.....LED Key Ring & Whistle



Level Two: **\$650.00—\$1299.99** annual gift.....Mop Top Ink Pen & Touchscreen Cleaner



Leadership: **\$1,300.00—\$2,499.99** annual gift.....Laminated Tote

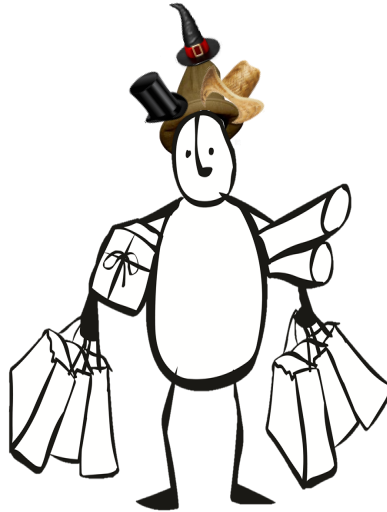


Distinguished Leader: **\$2,500.00** and above....2016 Challenge Coin and Certificate

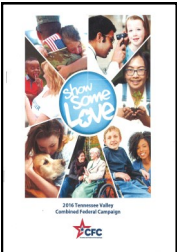


**\*\*Recognition items available *while supplies last*.\*\*** Donor is limited to two (2) items: 2017 calendar and item allocated for the annual gift threshold.

# CAMPAIGN SUPPLIES



**Pledge Card:** used by donor to enter designation choices. Donor keeps pink copy and remits white and yellow copy to the Keyworker.



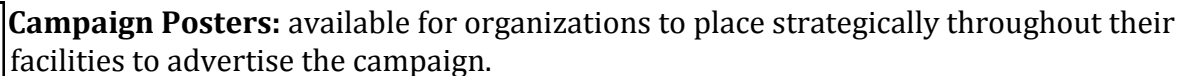
**Tennessee Valley CFC Charity list (brochure):** contains local, national and international charities approved for entry into the 2016 campaign.

**Deposit tickets:** used to deposit cash or checks into TVCFC account at Redstone Federal Credit Union. On RSA, there are two full-service branches. One is located on Mills Road and the other is located on Vincent Road. Also, deposits may be made at any branch in Huntsville, Madison or surrounding counties. You will receive a receipt in exchange for the deposit ticket. The receipt must be placed in the campaign envelope

\_\_\_\_\_

**Campaign Envelope:** used to remit pledge cards and deposit receipts. The Keyworker or Financial Chair completes the outside of the envelope before remitting to the CFC office.

**Goal Poster:** available to help your organization keep track of its internal CFC goal and to keep the campaign visible.



**Need more supplies? Extra supplies are available at CFC office at the Garrison (RM-D-105) or at the PCFO Office at United Way, 701 Andrew Jackson Way, Huntsville.**

# CAMPAIGN ACTIVITY-Rally or Special Event

## CAMPAIGN RALLY

An effective rally doesn't have to be complex or long. Take a look at the sample campaign rally agenda below:

Sample Rally Agenda		
Time Required: 20 - 25 minutes		
Time Allotted	Activity	Responsible Party
2 minutes	Welcome and Opening Remarks	Leadership
2 minutes	CFC Overview	Financial Chair, Keyworker or CFC Staff
4 minutes	Games/Contest (optional)	Financial Chair, Keyworker or CFC Team
5 minutes	Success Story or Testimonial	Recipient of Services
5 minutes	Questions & Answers	Financial Chair, Keyworker or CFC Staff
2 minutes	<b>ASK</b> for donation <b>AND</b> <b>THANK</b> co-workers	Financial Chair and Keyworker
20 minutes*	<b>Mission Accomplished- Rally Completed</b>	CFC Team
25 min.**	<i>OPTIONAL: add 5 minutes to collect pledge cards at end of rally</i>	Donors & CFC Team

\*At 20 minutes, your rally is complete (excludes collection of pledge cards at rally).

\*\*At 25 minutes, pledge cards are collected at end of rally.

## SPECIAL EVENT

1. Review event with your Ethics Officer.
2. Special event funds are collected as undesignated.
3. If donor chooses, he/she can designate to a charity of their choice.
4. Pledge forms are completed with "Special Event" written in the name section of the pledge card.
5. Agency, office, and telephone number should be completed.
6. Fill in total gift amount.
7. Remit white and yellow copies to your Financial Chair along with any cash/checks collected.

# CAMPAIGN ACTIVITY-Keyworker Speech

## SAMPLE KEYWORKER SPEECH

Public speaking is not a favorite task or duty for many people. However in some cases as a Keyworker, you may need to speak in front of an audience and explain what CFC does for the community and why it is important. To assist with that task, there is a sample keyworker speech below.

### Sample Speech

*Hi, my name is \_\_\_\_\_ and I am a Keyworker for the 2016 Combined Federal Campaign or CFC.*

*CFC started in 1961. It was created by federal employees for federal employees. It's **our** charitable fund drive. Since 1961, CFC has raised over \$8 billion dollars for local, national and international charities.*

*Charities provide a wide array of services. You could say they are the social service equivalent of First Responders and in some cases, charities are the last responders. We know that charities help with emergency needs. If you, your neighbor or a friend needs assistance with mortgage, utilities or chronic care medicines (high blood pressure, insulin, heart disease, etc.), charities are readily available to help. If your home is damaged by a fire or natural disaster, charities deliver aid.*

*What you may not realize is that charities provide emotional support and information. A parent is diagnosed with ALS, a spouse gets cancer or your child has Autism; who do you call? Doctors and therapists provide treatment. But who provides care, answers and support? CFC Charities. It is a CFC charity that will answer your questions about how a certain disease or diagnosis can affect your family. It is a CFC charity that will provide you with the POC for a support group. When you are frustrated, angry, scared or depressed, it is a CFC charity that will listen and listen without judgment. These non-profits provide a needed safety net for our family, friends, neighbors, and community.*

*In our local brochure, there are over 2600 charities that answer the call for help every day.*







*I hope you can find a cause, Show Some Love and give a gift to CFC today.*

*Thank you*

# SHOW SOME LOVE

You can choose your cause and Show Some Love by providing...				
For the cost of....	Five (5) meals for the hungry	Food or toys for Christmas for an underprivileged child	One pair of socks or two rolls of toilet paper for a homeless individual	A vaccination for one child against the deadly threat of measles
 OR about \$1	Two warm meals, safe shelter, laundry services, showers, toiletries and clothing for one man, woman or child for one day at a local shelter	A snack and basic necessities such as facial tissues, razors and shaving cream to a resident affected by disaster	A few nights of shelter for a victim of domestic violence	Notebooks for a student enrolled in employment training and mentoring classes
A GRANDE SPECIALTY COFFEE  OR about \$5	Refills for terminally ill patients' oxygen tanks	10 hours of fitness center services/exercise classes for a Senior	One hour of mental health therapy for someone without insurance	Batteries for two smoke detectors
LUNCH AT  OR about \$10	A week's worth of noontime meals for an elderly shut-in	A heartworm test for a shelter animal	Training for a volunteer disaster responder in your community	A therapeutic healing activity for two wounded heroes, such as painting, gardening and crocheting
A YOGA CLASS  OR about \$15	A 30-day supply of generic seizure medication	Free information and support for someone facing cancer	Help to connect 20 people to clinical trials	140 pounds of food and other items for a local food bank
A YANKEE CANDLE  OR about \$20	The service of a volunteer pilot to fly a wounded veteran for treatment at a university medical center	Free developmental screenings (and referrals) for a preschool child for a year	Basic necessities such as toothpaste, soap and shampoo for 10 people during a disaster	One weekend of outdoors camp for a Scout and a parent/guardian
A SALON PEDICURE  OR about \$25				

# SHOW SOME LOVE

For the cost of....		You can choose your cause and Show Some Love by providing ...			
A DRESS SHIRT  OR about \$30	Caulking, plastic, tape, etc. for weatherization for an elderly or shut-in client	One textbook for a job training scholarship student	Attendance for one student at a one-hour prevention group taught by a drug/alcohol prevention specialist at the student's school	The delivery of Bibles to 10 people in the Tennessee Valley who requested one	
A CORDLESS DRILL  OR about \$50	Bed pads, Ensure nutritional drinks, diapers, etc. for terminally ill patients	After school snacks for a child for one month at a local youth mentoring club	Therapeutic toys for an entire children's treatment group	The service of a volunteer pilot to fly a cancer patient to a world-renowned cancer treatment center	
 For two... OR about \$60	One scouting uniform	One week of financial assistance for summer programs for a client with mental disabilities	One month of developmental/Pre-K playgroup sessions for a child with developmental or physical disabilities	Day habilitation for one day for a mentally challenged client	
A ROUND OF GOLF, BALLS & CART  OR about \$75	One week of one class for a financially struggling college student	Caregiver training to one family, helping them care for a service member who has come home wounded	Assistance for one client in a crisis pregnancy situation with services such as pregnancy test, ultrasound, post-abortion healing counseling and/or adoption counseling	One speech therapy session	
DESIGNER  OR about \$100	Toys for 20 children to help brighten their day while in the hospital for brain or spine surgery	Critical medicines for a person with debilitating mental illness	Help in reconnecting missing or lost loved ones with anxious families separated by war or conflict	The preparation of a tissue sample for DNA sequencing for medical research	
A COACH PURSE  OR about \$300	One wheelchair ramp for an elderly or homebound person	A front door that locks and a window to keep the cold out of a 'sweat equity' purchased home	Equine-assisted therapy sessions for two students for two months	GED instruction and testing for two students	

# DONOR CONSIDERATIONS

## **I can't afford to give to CFC.**

*"I know things are hard for us, think how hard it must be for people who are less fortunate. For others, it may be an issue of not knowing where their next meal is coming from or how to pay the fuel bills this winter."*

## **I prefer to give directly to my favorite charity.**

*"It's important to support the things we care about. You can still give to your favorite charity through CFC. Making a contribution allows you to spread your payments out over time. By giving through CFC, your charity receives a check monthly. This is income they can count on throughout the year, and because CFC consolidates all of their pledges, it saves on bookkeeping costs. Additionally, if you pledge through CFC, your charity receives a portion of the undesignated funds."*

## **My taxes already support the poor, so why should I give to CFC?**

*"With so many people in need, government cannot do it alone. Contributions to charities participating in CFC help to fill the gaps. Without the help of CFC supported programs, many more people would need public assistance, which could actually drive **up** your taxes."*

## **I give at church.**

*"Giving at church is one way to support something you really care about. The CFC contains church/faith-based charities that open up other avenues of giving."*

## **No one ever gave anything to me, so why should I give?**

*"There are charities out there that are working for you every day and you may not even know it. If you ever do need help, there are many that are ready to provide you with assistance."*

## **I can't give enough to make a difference.**

*"Every dollar helps. A small donation goes a long way especially when it is united with thousands of other gifts to make an impact. You don't need to give me money right now. You can donate using payroll deduction and spread your payments out over the year. A dollar, \$2, or \$5 a pay period can go a long way."*

## **How do I know my money really gets to the agency I designate?**

*"By regulation, all designations must be honored. A yearly audit is performed to verify this. In addition, you can request to be acknowledged for your pledge by your designated charity."*

## **What is the relationship between the Tennessee Valley CFC and United Way? Isn't CFC and United Way the same campaign?**

*"CFC needs a professional organization to plan, promote and carry out its goals. CFC regulations require that every local campaign be managed by a non-profit agency via contract. United Way of Madison County applies to the Tennessee Valley CFC to serve as the Principal Combined Fund Organization (PCFO). United Way receives reimbursements for approved CFC expenditures through the annual budget approved by the Local Federal Coordinating Committee or LFCC. United Way and its collaborative partners must also apply independently to participate in the campaign and to be eligible to receive donations."*

## **There is a CFC agency that I don't like. I will have nothing to do with CFC because of this.**

*"CFC has established guidelines to ensure that member organizations are serving needs, are financially responsible, and are operated by a Board of Directors. An entire spectrum of organizations are represented because of the varied interest of the Federal workforce. CFC does not make political judgments of the worth of a particular organization. By designating where your funds go, you can be assured that only the charity of your choice receives your donation. Remember, many organizations are in need of your contribution, and your lack of participation in the CFC makes it more difficult to provide the needed help."*

## **What is the administrative cost of the Tennessee Valley CFC?**

*"Last year our overhead, which includes administration and fundraising expenses, was 8.1%. This is small compared to other non-profits. This means that every pledge dollar goes a long way to helping others."*

# DONOR CONSIDERATIONS

## **My husband/wife gives where he/she works. Why should we both give?**

*"It is important for every employed person to do his/her part. Every worker has a responsibility to help maintain the comprehensive CFC programs that enhance the economic strength of our area which, in turn, support job stability for every wage earner. CFC can continue to provide needed human care services only if everyone helps."*

## **Why not just give directly to the charities?**

*"With CFC....."*

*#1. All agencies and federations are carefully screened and meet strict and fair requirements.*

*#2. Most people don't give unless asked. The CFC is a unified and organized approach.*

*#3. Non-designated money is distributed according to the percentage of money designated to the agencies. Therefore, your designated gift allows your favorite charity to receive a percentage of the undesignated money."*

## **How are CFC charities accountable to the CFC donors?**

*"The criteria for eligibility to participate in the CFC is established in the Federal Register. The national and international charitable agencies are reviewed and approved by OPM; local charitable agencies are approved by the Local Eligibility Committee (LEC) or LFCC."*

## **Why should I contribute through CFC when I don't use the services of any of the recipient charities?**

*"You, or someone close to you, have most likely come in contact with at least one CFC agency:*

- Swimming at the local youth association*
- CPR classes, disaster services, blood services from a local, national and international relief agency*
- Cancer, heart, blood diseases and other medical related agencies*
- Scouting programs*
- Hospice care*
- Services for the elderly and homebound*
- Self-sufficiency programs*

*—Arts & environmental programs for school age children*

*and many more programs too numerous to list here."*

## **Why is charity XYZ in the CFC charity listing but charity ABC is not?**

*"All charities appearing in this year's listing applied to the campaign either nationally or locally. Decisions about eligibility are based on compliance with the following criteria:*

- 1. Valid 501(c)3 status as a not-for-profit voluntary agency*
- 2. Services affecting human health and welfare*
- 3. An active volunteer Board of Directors*
- 4. For charities with annual revenue of \$250,000 and above, an annual audit available to the public for at least a year prior to this campaign*
- 5. An office or facility open at least 15 hours a week with a dedicated telephone number*
- 6. An IRS 990 report available to the public*

*If your favorite charity is not listed in the charity listing, it may not have applied to the process or was turned down for lack of compliance (determined by your LEC members). New applicants are warmly welcomed each campaign year, many of which were recommended by fellow federal employees. If an agency has been denied eligibility, that does not preclude them from applying in the next campaign year if they meet the criteria at that time."*

## **Who decides what charities are approved and what charities are denied entry into CFC?**

*Charities apply annually for admittance into CFC. At the end of the application period, a group of federal employees review each application to ensure the applicants meets the minimum standards for admittance into CFC. The group, the Local Eligibility Committee or LEC, is comprised of employees based in the Tennessee Valley. It is this committee, using the OPM established standards, rules and regulations, that approves or denies a charity entry into CFC.*

## TENNESSEE VALLEY CFC ORGANIZATION NUMBERS

EMPLOYER NAME	ACCOUNT ID
Air Warrior Product Office	63
Aircraft Survivability Equipment	64
Aviation & Missile Research, Development & Engineering Center	5
Bureau Of Alcohol, Tobacco, Firearms And Explosives	67
Civilian Human Resources Agency, South Central Region	4
Criminal Investigation Division	57
Defense Acquisition University	50
Defense Contract Audit Agency - Alabama Branch	47
Defense Contract Audit Agency-Huntsville	16
Defense Contract Management Agency	18
Defense Logistics Agency	34
Defense Military Pay Office	35
Defense Security Service-Huntsville Field Office	41
Department Of Education	501
DIA, Missile & Space Intelligence Center	17
DISA Processing Element Huntsville	30
Federal Bureau Of Investigation	26
General Services Administration	25
Government Accountability Office	14
Internal Revenue Service	13
Missile Defense Agency	38
NASA Marshall Space Flight Center	2
National Weather Service	51
PEO Aviation	55
PEO, Missiles & Space	54
Redstone Arsenal Commissary	20
Redstone Arsenal Post Exchange	22
Redstone Civilian Personnel Advisory Center	6
Redstone Test Center	32
Social Security Administration - Cullman	65
Social Security Administration - Huntsville	7
Social Security Administration-Decatur	33

The account id is your organization's CFC number. On pledge cards, place this number (account id) in the box labeled Federal Agency and Office. On pledge envelope, place this number in the box labeled Agency #. **myPay Users** : in order to tie your pledge to your organization, you must enter this number in the section labeled Command/Unit name.

## TENNESSEE VALLEY CFC ORGANIZATION NUMBERS

EMPLOYER NAME	ACCOUNT ID
Targets Management Office	59
Tennessee Valley Authority-Browns Ferry Nuclear Plant	19
Tennessee Valley Authority-Huntsville	12
Threat Systems Management Office	60
Transportation Security Administration	48
US Army 2nd Medical Recruiting Battalion	53
US Army 2nd Recruiting Brigade Headquarters	52
US Army Audit Agency-HSV Field Office	10
US Army Aviation & Missile Command	1
US Army Command & General Staff College	43
US Army Contracting Command - Redstone	44
US Army Corps Of Engineers	15
US Army Dental Clinic Command	23
US Army Contracting Command-HQ	45
US Army Garrison-Redstone	8
US Army Materiel Command, Headquarters	40
US Army Medical Department Activity	21
US Army PD TMDE Activity	62
US Army Security Assistance Command	39
US Army Signal Network Enterprise Center - Redstone	36
US Army Space Missile Defense Command	3
US Attorneys Office	37
US Bankruptcy Court	28
USAMC Logistics Support Activity	9
USDA Farm Service	66
USPS-Athens/Limestone County	24
USPS-Cullman	49
USPS-Madison County	11
USPS-Morgan County	31

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## NOTES



## NOTES

